

Welcome to CalAgPermits!



How to submit non-structural Monthly Summary Pesticide Use Reports (MSPUR)

CalAgPermits is used for all pest control operations in California. Therefore, there are many sections that may not pertain to the type of pest control you do. The page below is the first page which you will see after you successfully log in.

The screenshot shows the CalAgPermits website interface. The top navigation bar includes links for Product Lookup, PUR/NOI Query, RMP - Op-ID, Pesticide Use Report, and Help. The user is logged in as 'the rose test gardens'. The main content area is divided into several sections:

- Ag PURS:** Includes links for 'Enter a new 7 Day Job Report for Commercial Applicators' and 'Enter a new Monthly Report for Grower Applications'. A callout box states: 'This section is for production agriculture only.'
- MSPURS:** Includes links for 'Enter a new Structural Monthly Summary report (MSPUR)', 'Enter a new Non-structural MSPUR', and 'Enter a new Zero Usage Report'. A callout box states: 'This link is for structural applications.'
- NOIs:** Includes a link for 'Enter a new Notice of Intent'. A callout box states: 'Entering NOI's Online for use of Restricted Materials'.
- Permits:** Includes a dropdown menu for 'Select Permit for viewing' (currently showing '37P0001: THE ROSE TEST GARDENS') and a 'View Permit' button. A callout box states: 'Click the icon to see the reports already entered.'
- CEDTS:** Includes a link for 'Upload pre-formatted CEDTS data'.
- FAQs:** Labeled as 'Under Construction'.
- My Licenses and Certificates:** Labeled as 'Registered On'.

At the bottom, a callout box states: 'This link is for nonproduction agriculture and nonstructural reporting. Golf Courses, parks, and landscape type pest control businesses. **Click here to start!**'

CalAgPermits is constantly updating and improving their website. If you notice a change between this tutorial and the CalAgPermits Website, please contact Kara.Roskop-Waters@sdcounty.ca.gov
Thank you.

This link is to enter a zero usage report quickly. This is only required for Pest Control Businesses doing work for hire.



Entering Data

***TIP *** Boxes with drop down arrows: Your selection must be chosen from the list. Typing in a selection will result in errors.

MSPUR – Non-Ag., Non-production Ag. Monthly Summary Pesticide Use Report

Report Status:
Submittal Status:

Step 1: Find your name. For Pest Control Businesses, Click the first drop down. For Parks and Golf Courses, click the second box.

Submit Report

Save Draft

Cancel

Operator License #

Type a License # or Name

OR

Permit #

Type a Permit # or Name

Report
Month/Year

MM

/

YYYY

Negative
Use Report



Document #

Auto Assigned

ment #

tor Name

Phone

se #

Permit #

County

37 San Diego

Report Month/Year

/

Total Applications

#

Product and Manufacturer

EPA or State Registration No.

Total Product Used

No. Applications

Commodity Treated

239-

EPA/CA Reg No.

Name

Show Recently Used

10163-239-AA BOTRAN 65 MANUFACTURING USE PRODUCT

11715-239-AA MUG-A-BUG VI TOTAL RELEASE AEROSOL FOGGER

11715-239-AA-42697 SAFER BRAND INDOOR INSECT FOGGER

11715-239-AA-70125 DEEP 6 HOME INSECT FOGGER

1239-25-AA NEW D/S/D

1239-26-AA APEX DISINFECTANT CLEANER

1239-27-AA ODORLESS "A"

1239-29-AA SANICLEEN

Items 1-50 out of 829

Step 3: Start typing the EPA Reg. No. found on the pesticide label. CalAgPermits will immediately start searching for it. Searching by EPA No. is much more accurate than pesticide name.

Step 2: Enter the month and year of the report.

Only boxes that are orange colored need to be filled in. CalAgPermits will enter this number for you.



Step 4: Select your pesticide. Make sure the EPA Reg. No. is correct.

Hint Click "Show Recently Used" to have **only** recently used pesticides show. Click again for "show All" if this is the first time you've used this pesticide.

Step 6: Enter the total number of applications of this pesticide for the month

Step 5: Enter the total amount of pesticide used, then select the most appropriate unit of measure.

Step 7: Landscape, Golf Courses, Parks, Cemeteries, etc., choose Code 30-0

Line #	Product and Manufacturer	EPA/CA Reg No.	Name	No. Applications	Commodity Treated
	roundup				
	Show Recently Used				
239-2636-AA	ROUNDUP TOUGH WEED FORMULA				
239-2636-ZA	ROUNDUP CONCENTRATE WEED & GRASS KILLER				
239-2637-AA	ROUNDUP SUPER CONCENTRATE WEED & GRASS KILLER				
239-2638-AA	ROUNDUP READY-TO-USE WEED & GRASS KILLER				
239-2638-ZA	ROUNDUP FENCE & YARD EDGER				
239-2652-AA	ROUNDUP SURE SHOT FOAM				
239-2653-AA	ROUNDUP WEED & GRASS KILLER1				
239-2654-AA	ROUNDUP SUPER CONCENTRATE WEED & GRASS KILLER 1				
239-2656-AA	ROUNDUP BRUSH KILLER CONCENTRATE				

Items 1-50 out of 82

Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
	ROUNDUP TOUGH WEED F		3.0000 OZ - Ounce	3	30-0: LANDSCAPE MAIN
Save Line Clear Line					
Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated
No records to display.					

Code	Commodity
10-20	STRCT PEST/PARK
30-0	LANDSCAPE MAIN
30-20	LANDSCAPE/PARK
40-0	RIGHTS OF WAY
40-20	RIGHTS WAY/PARK
50-0	PUBLIC HEALTH
50-20	PUBLIC HLT/PARK
60-20	CNTY AG C/PARK
60-0	CNTY AG COMM

Items 1-50 out of 547

Step 8: Click save line.

Repeat **steps 3-8** for each pesticide you are reporting.



Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
2	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Allows you to make edits.

Allows you to delete a line.

This button submits the report to the County of San Diego. Once this is done, you can no longer make changes. If you receive an error message, refer to page 10.

This button saves your work for later editing. *If you leave CalAgPermits prior to submitting or saving as a draft, you will loose all of the information you entered.* To retrieve your drafts, refer to page 6.

MSPUR – Non-Ag., Non-production Ag. Monthly Summary Pesticide
 Report Status:
 Submittal Status:

Submit Report Save Draft Cancel

Operator License # OR Permit #

Report Month/Year: MM / YYYY Negative Use Report ☐ Document # Auto Assigned



Summary Page

Applications From: 3/5/2012 **To:** **Time Stamped Within:** No Date Limit

Document #: **Find** **CDPR Batch:** (MMYY##)

☐ Exclude Successfully Validated Reports ☒ Exclude Deleted Reports **Clear All Filters** **Export**

Notices of Intent | [Add New](#) **Single Job PURs** | [Add New](#) **Monthly Ag PURs** | [Add New](#) **Non-Prod. Ag MSPURs** | [Add New](#)

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

Sub appears here when the report is successfully submitted to the County of San Diego. You can look at each report by clicking View. You're done for the month!



Draft Reports and Making Changes

CalAgPermits

San Diego

Home Product Lookup PUR/NOI Query RMP - Op-ID Pesticide Use Report Help

Active Permit:
Active Site:

You are logged in as: The rose test gardens
[Change Password](#) [Change Q and A](#) [Logout](#)

Welcome

Ag PURs
Enter a new 7 Day Job Report for Commercial Applicators
Enter a new Monthly Report for Grower Applications

MSPURs
Enter a new Structural Monthly Summary report (MSPUR)
Enter a new Non-structural MSPUR
Enter a new Zero Usage Report

Permits
Select Permit for viewing
37P0001: THE ROSE TEST GARDENS
[View Permit](#)

CEDTS
Upload pre-formatted CEDTS data

NOIs

FAQs
Under Construction

My Licenses and Certifications - NANCY.SYZONENKO@SDCOUNTY.CA.GOV

Useful Links

Click Home to get back to this screen.

Click the icon to access the data you have already entered, such as previously submitted reports and drafts.



The Summary Page

Applications From: 3/5/2012 **To:** **Time Stamped Within:** No Date Limit

Document #: **Find** **CDPR Batch:** (MMYY##)

☐ Exclude Successfully Validated Reports ☒ Exclude Deleted Reports **Clear All Filters** **Export**

Notices of Intent | **Add New** | **Single Job PURs** | **Add New** | **Monthly Ag PURs** | **Add New** | **Non-Prod. Ag MSPURs** | **Add New**

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

[Delete](#)

Report Status column.
Ok-is okay
ACC-means accepted by DPR
INC-means incomplete

Submission status column.
DFT-is a draft, changes allowed and not yet submitted.
SUB-successfully submitted to the county-no changes allowed.
DPR-has been accepted by DPR.

Allows you to delete a MSPUR when it is a draft.

Allows you to view a MSPUR. To edit a MSPUR that's still in Draft form, click here.

If reports are not showing up.
Make sure you are not excluding successfully validated reports.
Make sure your date range is correct.
Make sure the Non-Prod Ag MSPURs tab is selected.



To make edits/work with drafts

Drag a column header and drop it here to group by that column

Src	Permit #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By		
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	37P0001	THE ROSE TEST GARDENS	4/2012	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	37P0001	THE ROSE TEST GARDENS	12/2011	INC	DFT	THE ROSE TEST GARDENS	View	Delete

Page size: 20 3 items in 1 pages

Notices of Intent | Add New | Single Job PURs | Add New | Monthly Ag PURs | Add New | Non-Prod. Ag MSPURs | Add New

Step 1: find the MSPUR you want to edit and click view

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
4	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Page size: 20 4 items in 1 pages

Report Prepared By: Date:

Edit Submit to County Print Copy and Edit Return to PUR List Start New Report

Step 2: click edit.



Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2	Edit			DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit			ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Step 3: click edit or delete, depending on what you want to do.

Step 4: this window will automatically open and allow you to edit for the pesticide you selected.

Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
3	2217-835-ZA: SPEED ZONE	2217-835-ZA	8 OZ - Ounce	5	30-0: LANDSCAPE MAIN

Save Line

Clear Line

Step 5: click save line when you are done editing.

Line			From Label		No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Step 6: If you're done for the month, click Submit. If you need to add more edits at a later date, click Save Draft.

Submit Report

Save Draft

Cancel



Dealing with Errors

Submit Form to County

Your form was not submitted to the county due to the validation errors shown below. Your form was instead saved as a draft, which you must edit either now or later and then submit after correcting the errors.

Validation Message

Message Type	Line Number	Text	Field Name
Error	3	Product Used Units invalid for wet formulation	Product Used Units

Click Edit.

Edit New Report Close

Click Edit or Delete to take care of the problem lines

Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated
5	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN
3	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN
2	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN
1	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN

When this is done, click on "Submit" at the bottom of the page



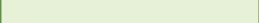
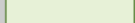

Summary Page

Pesticide Use Reports

Status Abbreviations

Source: WBC-County Web User | WBP-Public Web User | DSK-Desktop Application | ASC-Uploaded ASCII | XML-Uploaded XML
Report Status: INC-Incomplete | ERR-Errors | OK-Ok | PND-Pending DPR Validation | REJ-DPR Rejected | ACC-DPR Accepted
Submission Status: DFT-Not Submitted | CTY-Entered by County | SUB-Submitted to County | DPR-Submitted to DPR
Neg. Use: U-Report Includes Product Use | N-Report Does Not Include Any Product Use (Negative Use Report)

Applications From: 3/5/2012  **To:**  **Time Stamped Within:** No Date Limit 

Document #  **Find** **CDPR Batch:**  (MMYY##) 

☐ Exclude Successfully Validated Reports

☒ Exclude Deleted Reports

Clear All Filters

Export

Notices of Intent | [Add New](#) **Single Job PURs** | [Add New](#) **Monthly Ag PURs** | [Add New](#) **Non-Prod. Ag MSPURs** | [Add New](#)

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View

Change the application date range to show the dates you would like to see.

It will now show "SUB" (submitted to county) instead of DFT (draft). You have successfully submitted your report!



Copy and Edit Feature

The Copy and Edit feature is a great time saver if you use the same pesticides routinely. The feature copies the pesticides from the selected month; allowing you to only have to edit the date and application information.

Applications From: 3/5/2012 **To:** **Time Stamped Within:** No Date Limit

Document #: **Find** **CDPR Batch:** (MMYY##)

☐ Exclude Successfully Validated Reports ☒ Exclude Deleted Reports **Clear All Filters** **Export**

Notices of Intent | [Add New](#) **Single Job PURs** | [Add New](#) **Monthly Ag PURs** | [Add New](#) **Non-Prod. Ag MSPURs** | [Add New](#)

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

Start with the month with the most similar pesticide use. Click View.



Copy and Edit Feature

Document # WEB121772751					
Operator Name THE ROSE TEST GARDENS		Address P.O. BOX 000 BONSALL 92003		Phone	
License # N/A	Permit # 37P0001	County 37 San Diego	Report Month/Year 10 / 2012		Total Applications 25

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
5	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
4	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	
2	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
1	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	

Navigation: [K] [] [1] [] [X] Page size: 20 5 items in 1 pages

Report Prepared By:		Date:	
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[Print](#) [Copy and Edit](#) [Return to PUR List](#) [Start New Report](#)

Click Copy and Edit.



Operator License # Type a License # or Name		OR	Permit # 37P0001: THE ROSE TEST GARDENS		
Report Month/Year	/ YYYY	Negative Use Report	<input type="checkbox"/>	Document #	
Document #					
Operator Name THE ROSE TEST GARDENS		Address P.O. BOX 000 BONSALL 92003		Phone	
License # N/A	Permit # 37P0001	County 37 San Diego	Report Month/Year MM / YYYY		Total Applications

Line		EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
5	Edit	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF			30-0: LANDSCAPE MAIN	
4	Edit	53219-7-AA	SCYTHE HERBICIDE			30-0: LANDSCAPE MAIN	
3	Edit	239-2636-AA	ROUNDUP TOUGH WEED FORMULA			30-0: LANDSCAPE MAIN	
2	Edit	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF			30-0: LANDSCAPE MAIN	
1	Edit	100-1066-AA	DEMAND CS INSECTICIDE			30-0: LANDSCAPE MAIN	

Click Edit to enter the number of applications and the amount used. For editing assistance please refer to page 8.

Page size: 20 5 items in 1 pages

Report Prepared By: -- optional -- **Date:** -- optional --

Submit Report **Save Draft** **Cancel**